

New River Valley Emergency Communications Regional Authority

Board Meeting

July 26, 2016 4:00 PM

Montgomery County Public Safety Building- 4th Floor Training Room

Minutes

Attendees:

Members: Marc Verniel, Vice Chair, *Blacksburg Town Manager*; Barry Helms, *Christiansburg Town Representative*; Craig Meadows, *Montgomery County Administrator*; Alan Fabian, *Joint Member*;

Staff: Donna Brown, *Executive Director*; Deborah Stump, *Operations Manager*; Karri Cridlin, *Executive Assistant*; Derek Rogers, *Communications Systems Manager*

Guests: Chief Mark Sisson, *Christiansburg Police Department*; Chief Deputy Robert Hall, *Montgomery County Sheriff's Department*; Captain Steve Taylor, *Blacksburg Police Department*, Chief Kevin Foust, *Virginia Tech Police Department*

Absent: Sherwood Wilson, Chair, *Vice President for Administration, Virginia Tech*

Recorder: Karri Cridlin, *Executive Assistant*

1. Call to Order

The Vice Chair called the meeting to order at 4:05 PM.

2. Approval of the Agenda

The Vice Chair requested changes to the agenda, and upon receiving none, assumed approval as presented.

Mr. Verniel stated he would like to congratulate the staff for the consolidation of the center. He stated that everyone has done a great job.

Secretary/Treasurer's Report

a. Approval of the Minutes

The Vice Chair presented the minutes from the June 14, 2016 meeting for approval. Mr. Helms moved to approve the minutes as presented. The motion was seconded by Mr. Meadows and passed unanimously.

b. Budget Report

An updated summary of the revenues and expenditures was provided to members at the start of the meeting (Attachment A). Ms. Brown reviewed the current expenditures and balance.

Ms. Brown noted the income statement balance does not match the MUNIS financial system and she will be working with finance to determine the issue or make any adjustments. If any changes are needed, she will present them to the Board during the next meeting.

i. Approval for Carryover of FY 2015-16 Funds

Ms. Brown requested approval of certain FY 2016 line items be carried over into the FY 2017 Budget. The line items requested to be carried over are:

Telecommunications – Due to extra lines installed and increased Verizon bills in the future.

Uniforms / Clothing - Uniforms have not been ordered yet.

Capital Outlay – Available balance of \$249,385 to complete remaining projects.

Contingency – Available balance of \$25,000 since first full operational year and could be utilized toward any unexpected costs.

On a motion by Mr. Meadows, seconded by Mr. Helms and passed unanimously, the Board approves the carryover of FY 2015-16 funds in the amount of \$295,771 as requested.

3. Executive Director's Report

Ms. Brown presented the Executive Director's Report (Attachment B). There was additional discussion on the following topics:

a. Public Safety Building

Ms. Brown discussed the UPS full load testing conducted prior to the cutovers and feels confident the system will surpass the required specifications of 45 minute full load runtime.

b. Regional CAD/RMS System Status

Ms. Brown reviewed the status of the Regional CAD/RMS System Status under Old Business.

c. Meetings/Discussions

Ms. Brown stated the Communication Training Officers have been selected. At this time four individuals were promoted which allows one CTO per shift. There will eventually be two CTOs per shift. The promotions for the current four become effective August 1, 2016.

Ms. Stump is continuing to hold the Operations Committee meetings to review protocol and will continue to hold these meeting to discuss procedures and to enhance operations within the center.

Ms. Brown advised during the Finance Committee meeting it was agreed upon to give the dispatchers one week of supplemental pay to ensure there would be no financial harm after transitioning to the center.

Ms. Stump finalized the permanent schedule, effective July 31st, for all dispatch personnel who transitioned into the Authority. The schedule allows a dispatcher from each transitioning agency on every shift, which is beneficial for cross training and knowledge.

D. Consolidated Center-Transition to Full Operations

Ms. Brown stated that all agencies have transitioned over to the regional center and the transitions went very well. Any issues that arose during each cutover were addressed and corrected. She advised adjustments will be necessary over the coming months as operations and reviews continue. Overall Ms. Brown was very pleased with the cutovers and feels each agency worked very well together to ensure the consolidation was a success.

4. Old Business

a. Regional CAD/RMS Project

Ms. Brown advised she spoke with the Regional Manager with New World and received a preliminary number regarding the requested credits. At this time the final amount of credits has not been formally approved by the President of New World and nothing has been relayed in writing. Ms. Brown will discuss the approved credits at an upcoming meeting once more information is received.

5. New Business

a. Media Requests

Ms. Brown stated she had been contacted by various news outlets asking to view the Center. She advised them that at this point her main concern is to focus on the consolidation of the center. A media day has been discussed and Ms. Cridlin will be in contact with the Board members to set this date.

b. Closed Session to Discuss: Personnel Matters

Motion to begin closed session

Mr. Helms moved that the Board convene in a closed meeting, pursuant to §2.2-3711 (A)(1), Code of Virginia, as amended, for the purpose of discussing:

1. Personnel Matters

The motion was seconded by Mr. Meadows and passed unanimously. The Vice Chair asked the Recorder to perform a roll call to certify the closed meeting.

Ayes:

Mr. Verniel
Mr. Meadows
Mr. Helms
Mr. Fabian

Nays:

None

Absent

Dr. Wilson

Motion to return to Open Session

Following the Closed Session, members of the public were invited to return to the meeting. The Vice Chair called the meeting to order and asked Mr. Helms to make the motion to return to open session.

Mr. Helms made the following motion:

WHEREAS, The New River Valley Emergency Communications Regional Authority Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711, *Code of Virginia 1950*, as amended, requires a certification by the new River Valley Emergency Communications Regional Authority Board that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the New River Valley Emergency Communications Regional Authority Board hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion conveying the closed meeting were heard, discussed, or considered by the New River Valley Emergency Communications Regional Authority Board.

The motion was seconded by Mr. Meadows and passed unanimously. The Vice Chair asked the recorder to perform a roll call to certify the open meeting.

Ayes:

Mr. Verniel
Mr. Meadows
Mr. Helms
Mr. Fabian

Nays:

None

Absent

Dr. Wilson

c. Public Comments

No public comments were received.

d. Board Member Comments

No Board comments were received

e. Adjourn

The Vice Chair adjourned the meeting at 4:45 PM